

EDITED KSA LISTING

CLASS: Departmental Construction and Maintenance Supervisor

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	General knowledge of building construction, details and materials for planning future project needs and alternatives to construction programs.
K2	General knowledge of the operation, care, and maintenance facilities and maintenance costs of buildings and equipment to assess impact on support budget and to determine if selected alternatives identified in the Capitol Outlay Budget Change Proposal (COBCP) are appropriate.
K3	Basic knowledge of heating, ventilating, and refrigeration systems to ensure selected alternatives identified in the COBCP are appropriate and energy efficient.
K4	General knowledge of water and sewage treatment plants to ensure effective operation and/or provide construction alternatives when warranted.
K5	Basic knowledge of building construction costs as related to various types of buildings and factors that can have an effect on costs.
K6	General knowledge of planning and design related to construction projects to prepare preliminary cost estimates for budgetary purposes and present to departmental management.
K7	Basic knowledge of various building codes, design criteria guidelines, safety orders, rules and regulations to determine appropriate construction project scope.
K8	Basic knowledge of the principles of supervision to effectively plan, organize, and direct the work of others.
K9	Basic knowledge of the department's Equal Employment Opportunity Program objectives and the processes available to meet those objectives to ensure compliance and maintain a work environment free from harassment and discrimination.
	Skill to:
S1	Prepare preliminary cost estimates for budgetary purposes.
S2	Conduct field inspections of construction and maintenance operations to ensure compliance with project scope and provide appropriate direction.
S3	Analyze maintenance and construction problems including cost and budgetary estimates to develop and adopt an effective course of action.
S4	Effectively communicate with different audiences to provide information/ideas and establish and maintain cooperative relations.

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S5	Prepare written documents to provide clear and concise information/ideas to different audiences.
S6	Effectively contribute to the department's equal employment opportunity objectives to create and maintain a fair and equitable work environment.
S7	Plan, organize, and direct the work of others to ensure quality services.